

Clerk File No.

310169

The City of Seattle – Legislative Department

Clerk File sponsored by:

Richard Conlin

(affix title label here)

Related Legislation File:

Date Introduced and Referred: 9-8-09	To: (committee): Full Council
Date Re-referred:	To: (committee):
Date Re-referred:	To: (committee):
Date of Final Action: 9-8-09	Disposition: Confirmed

Date Filed with City Clerk

By

Committee Action:

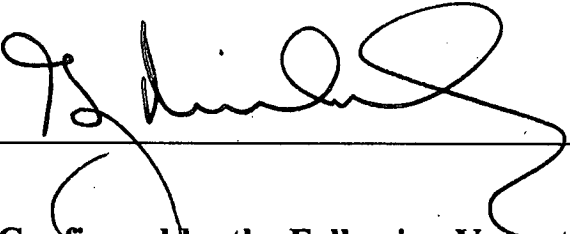

Date	Recommendation	Vote
9-2-09	RM	Pass

This file is complete and ready for presentation to Full Council.

Full Council Action:

Date	Decision	Vote
9-8-09	Confirmed	8-0

**City of Seattle
Notice of Appointment**

Name: Karen De Venaro		<input checked="" type="checkbox"/> Executive Appointment <input type="checkbox"/> Legislative Appointment <input type="checkbox"/> Agency Appointment <input type="checkbox"/> PDA Council <input type="checkbox"/> PDA Constituency
Residential Neighborhood: Southeast	Zip Code: 98118	Contact Phone No.: (206) 386-1604
Appointed to: Joint Apprenticeship Training Committee		Date of Appointment: July 23, 2009
Authority (Ord., Res.): Ordinance # 107790		Term of Office: 3 Years From: Confirmation To: June 30, 2012
Comments: New Appointment		
Authorizing Signature: 		Name and Title of Officer Making Appointments: Greg Nickels, Mayor of Seattle
Confirmed by the Following Vote at City Council		
In Favor: 8	Against: 0	Date: 9-8-09
Attested by: 		Title:

JATC Membership 2009 Members

Committee Member	Alternate List
Labor Representatives	Labor Representatives
John Masterjohn White Male Secretary/Treasurer Business Manager for Laborers-Local 1239 Public Services & Industrial Employees, Local 1239 2800 First Ave, Suite 316 Seattle, WA 98121 (206) 443-1239 (206) 570-6582 pager (206) 448-0811 (fax) jmi@unions-america.com (John Masterjohn)	Melody Coffman – White Female (alternate) District Lodge 160, International Association of Machinists and Aerospace Workers 9135 15th Ave S. 2nd Floor Seattle, WA 98108 (206) 764-0460 (Direct Line) (206) 764-7990 Ext. 463 (Office) melody@iam160.com
Marty Yellam , White Male Business Representative for Plumbers & Pipefitters - Local 32 595 Monster Rd SW, Suite 213, Renton, WA 98055 (425) 277-6680 Ext. 115 (425) 277-7370 (fax) Marty@ualocal32.com (Marty Yellam)	Scott Rickert , White Male (alternate) Seattle Public Utilities Water Operations Control Center 2700 Airport Way South Seattle, WA 98134 (206) 386-1800 (206) 233-7282 (fax)
Edmond Hill , Black Male Cablesplicer Crew chief City Light, South Electrical Services and Construction SSC Bldg A Room 117 3613 4th Ave S Seattle, WA 98134 ed.hill@seattle.gov	Joe Simpson , White Male IBEW Business Manager Seattle City Light
Management	Management
Ken Bailey White Male Vehicle Maintenance Director SMT 52-01 700 5 th Avenue, P.O. Box 94689 Seattle, WA 98104 206-684-0145 (206)684-0656 (fax) Ken.bailey@seattle.gov	Michael "Vini" Vincent , White Male Fleets & Facilities (alternate) 4th & Spokane (Bldg. B) <i>Room/Floor: Floor 1</i> <i>Mailstop:</i> SMT-52-01 255 S Spokane St. Seattle, WA 98134 <i>Department</i>
Joe Mickelson , White Male Transmission Supervisor for Water Operations Seattle Public Utilities 2700 Airport Way South Seattle, WA 233-2613 (206) 997-5662 (425) 255-0803 (fax) Mickeli@seattle.gov (Joe Mickelson)	Sarah Miller , Utility Operations Center Seattle Public Utilities
Karen DeVenaro , White Female Apprenticeship Office Manager Seattle City Light SSC Bldg A Room 154 3613 4th Ave S Seattle, WA 98134 (206) 386-1604 (206) 386-1667 Karen.devenaro@seattle.gov	Nettie Dokes , Black Female Manager, Technical Metering , Seattle City Light 3613 4 th Ave. S., Bldg. B Seattle, WA 98134 (206) 386-1604 (206) 386-1664 (fax) Nettie.dokes@seattle.gov (Nettie Dokes)

SCL Apprenticeship Office Staff

Apprenticeship Office Email Address and Office Phone Numbers

Bridgett.bascomb@seattle.gov (Bridgett Bascomb (206) 386-1680)

Sheri.tanakaeng@Seattle.gov (Sheri Tanaka-Eng, Apprenticeship Coordinator (206) 386-0025)

Tauna.hood@seattle.gov (Tauna Hood, Apprenticeship Coordinator (206) 386-1607)

David.boneham@seattle.gov (David Boneham, Apprenticeship Coordinator) 206-368-1608

Apprenticeship Office Address

3613 4th Ave S
Bldg A, Room 154
Seattle, WA 98134

Karen De Venaro

SUMMARY OF QUALIFICATIONS

- Twelve years professional experience working in a technical training environment, designing and delivering skilled-trades apprenticeship programs, including two years (cumulative, interim assignments) at the manager level
- Two+ years experience serving in a professional staff role (Strategic Advisor 2) to a senior executive at the Officer level
- Ten+ years experience presenting a wide variety of material to many different audiences
- In-depth knowledge of Washington State Apprenticeship Standards, the various joint labor-management committees which govern apprenticeship programs, collective bargaining agreements, safety regulations, and personnel rules
- Proven ability to develop and maintain strong working relationships with all levels of employees, from upper-level management to front-line, union-represented employees
- Experience with analysis, planning and strategic decision-making around various types of operational issues
- Six years total experience supervising and directing work of subordinate staff
- Extensive budgeting experience, including writing budget issue papers, preparing and monitoring the \$200+ million budget for the Customer Service and Energy Delivery Business Unit
- Proven commitment to developing a workplace free of racism and discrimination
- Proven problem-solving ability in an environment of change

PROFESSIONAL EXPERIENCE

Seattle City Light
Seattle, Washington

May, 2009 - Present

Apprenticeship Manager

Primary Responsibilities

- Manage an apprenticeship program that includes 100+ apprentices in 7 skilled trades
- Design and deliver apprenticeship training programs and related technical training programs
- Develop work plans and goals for the Apprenticeship Unit
- Revise structure of work processes to increase the efficiency of the unit
- Lead, assign work to & monitor work of 8 subordinate staff members
- Develop & monitor of all aspects of Apprenticeship Program budget
- Develop, manage and oversee a variety of contracts
- Analyze and interpret statistical data relating to the Apprenticeship program

Primary Responsibilities, Apprenticeship Manager, Continued:

- (Pending) Member of Joint Apprenticeship Training Committee (JATC), Electrical Crafts Apprenticeship Committee (ECAC) & Hydro-electric Maintenance Machinist Apprenticeship Committee (HEMMAC).

- Represent the City of Seattle Apprenticeship Program Standards at Quarterly Washington State Apprenticeship Council meetings.

Seattle City Light
Seattle, Washington

February, 2007-Present

***Business Unit Administrator (Strategic Advisor 2),
Customer Service and Energy Delivery***

Primary Responsibilities

- Represent the Customer Service and Energy Delivery Officer in a number of forums
- Advise the Officer on reorganization and personnel issues for a business unit which includes 1000+ employees
- Prepare, monitor and oversee the business line budgets of ~\$200 million
- Provide oversight and/or management of a wide range of programs, strategic planning initiatives and policy development and implementation
- Research, analyze and advise the officer and directors on a wide range of policy, administrative and operational issues and problems
- Identify and alleviate barriers to effective operations
- Directly supervise 2 office staff members, and assist the Officer in managing 6 direct-reports, including director positions
- Produce issue papers on a wide variety of topics for various audiences
- Provide technical advice to the director, managers and supervisors on personnel matters, including disciplinary actions and performance reviews
- Conduct investigations, handle grievances and oversee other confidential personnel issues
- Develop, manage & oversee consultant procurement processes and consultant contracts

Seattle City Light
Seattle, Washington

February, 2005-May, 2005
September, 2005-May, 2006
January, 2007-March, 2007

Interim Apprenticeship Manager

Primary Responsibilities

- Manage an apprenticeship program that includes 60+ apprentices in 6 skilled trades
- Design and deliver apprenticeship training programs and related technical training programs
- Develop work plans and goals for the Apprenticeship Unit
- Revise structure of work processes to increase the efficiency of the unit
- Lead, assign work to & monitor work of 5 subordinate staff members
- Develop & monitor of all aspects of Apprenticeship Program budget
- Develop, manage and oversee a variety of contracts
- Analyze and interpret statistical data relating to the Apprenticeship program and its hiring processes
- Member of Joint Apprenticeship Training Committee (JATC), Electrical Crafts Apprenticeship Committee (ECAC) & Hydro-electric Maintenance Machinist Apprenticeship Committee (HEMMAC).
- Represent the City of Seattle Apprenticeship Program Standards at Quarterly Washington State Apprenticeship Council meetings.

Seattle City Light
Seattle, Washington

July, 1994-June, 1997
May, 1998-February, 2005

Apprenticeship & Technical Training Coordinator

Primary Responsibilities

- Coordinated, designed, developed and delivered skilled-trades apprenticeships and technical training programs at Seattle City Light
- Developed and delivered a citywide, inter-departmental Laborers Apprenticeship Program
- Developed and delivered a Basic Electricity & Applied Mathematics training program (BEAM)
- Facilitated curriculum development for Seattle City Light apprenticeship programs
- Provided advocacy and counseling to apprentices, served as a liaison between apprentices and management
- Coordinated yearly apprentice hiring processes
- Coordinated apprenticeship hiring validation process
- Planned, developed and delivered training in the areas of communication skills, conflict management, and study skills training to apprentices and field personnel
- Prepared Apprenticeship Office budget
- Worked out-of-class as manager of unit during regular manager vacations

Seattle City Light
Seattle, Washington

May, 2006-December, 2006

Interim Executive Assistant, Power Production Division

Primary Responsibilities

- Represented the Power Production Director in a number of forums
- Worked with the Power Production Director on reorganization, personnel issues and budget issues
- Researched and analyzed policy, administrative and operational issues and problems
- Identified and alleviated barriers to effective operations
- Initiated, lead, coordinated and participated in complex projects and analyses
- Produced issue papers on a wide variety of topics for various audiences
- Provided technical advice to the director, managers and supervisors on personnel matters, including disciplinary actions and performance reviews
- Assisted in the handling of grievances, investigations, and other confidential personnel issues
- Served as a safe resource for employees to discuss issues and problems
- Coordinated consultant hiring processes and managed consultant contracts

EDUCATION

Hampshire College
Amherst, Massachusetts
Bachelor of Arts, May 1987

Additional Classes & Training:

University of Washington &
Antioch University
Seattle, Washington
Graduate-level Psychology Studies

Other Training:

Elements of Instruction; Conflict Management; Labor Relations; Presentation Skills; Prevention of Sexual Harassment; Time Management Skills; Cultural Diversity in the Workplace; The Americans with Disabilities Act (ADA); Elements of Grantwriting; New Supervisor Orientation; Employment Law Updates Training; Conducting Investigations; City of Seattle Race and Social Justice Initiative Training

Other Activities:

- Member of Seattle City Light's Race and Social Justice Initiative Change Team – 2007
- Volunteer Facilitator for the "Race: The Power of an Illusion" Training Classes – 2008-2009

OTHER PROFESSIONAL EXPERIENCE

City of Seattle

July, 1997 to May, 1998

Neighborhood Planning Office

Seattle, Washington

Assistant to the Director. Assisted director in all administrative aspects of program; coordinated hiring and selection processes for the department; supervised 2 employees; responded to public inquiries; coordinated training activities; developed written materials; planned special events.

Urban Press

Seattle, Washington

May, 1991-July, 1994

Office Manager/Production Coordinator.

Countryman & Associates

San Francisco, California

July, 1987-December 1988

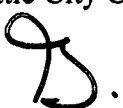
Payroll Manager



Gregory J. Nickels
Mayor of Seattle

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2009 JUL 23 AM 11:14
CITY CLERK

MEMORANDUM

DATE: July 23, 2009
TO: The Honorable Richard Conlin
President, Seattle City Council
FROM: Greg Nickels 
SUBJECT: Appointment to Joint Apprenticeship Training Committee (JATC)

I am happy to forward to the City Council the following appointment to the Joint Apprenticeship Training Committee for three-year term ending June 30, 2012:

<u>Name</u>	<u>Term</u> <u>Ends</u>	<u>Position</u>	<u>Succeeding</u>
Karen De Venaro	06/30/12	Member	Nettie Dokes

The Joint Apprenticeship Training Committee (JATC) is a six-member joint labor-management committee which is responsible for the oversight of apprenticeship programs within the City of Seattle. The roles and responsibilities of the JATC are outlined in the Standards of Apprenticeship for the City of Seattle, which are registered with the Washington State Department of Labor & Industries, Apprenticeship Division, and are overseen by the Washington State Apprenticeship & Training Council. Per ordinance 107790, members of the JATC are appointed by the Mayor and confirmed by City Council.

All appointments are subject to City Council confirmation. Attached to this memorandum is the current membership roster of the Joint Apprenticeship Training Committee including the new appointee.

The following is the appointee's bio:

Karen De Venaro

Karen is the newly appointed Apprenticeship Manager at Seattle City Light. She has been with City Light for 15 years, more than 10 of which have been in a professional staff role in the Apprenticeship Program. She also has 2 years experience as a Strategic Advisor in

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Customer Service and Energy Delivery, the business unit which employs the vast majority of skilled trades workers at City Light. Karen is highly committed to providing excellent training and education to skilled trades apprentices, with the goal of continuing to develop a diverse, top-notch journey-level workforce at City Light.

Attachments

cc: Wayne Barnett, Executive Director, Ethics and Elections Commission
Kristine Kertson, Administrator, Boards and Commissions, Mayor's Office